

9 December 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 30 November 1969

1. The workload for November 1969 was 54,023 items, 17% less than November of last year. For the ~~four~~^{five} months of FY 1970 we are running 3% less than the same period in FY 1969.

2. a. As of 30 November 1969 we were three persons short of our T/O, a gain of two persons over last month.

b. The welcome gain in personnel coupled with a reduction in our November workload enabled us to clean up some of the loose ends in our microfilm program left over from September when we lost our summer help. This effort was devoted largely to reviewing and certifying developed film reels and checking and preparing new material ready for filming. The backlog in these two time consuming functions has now been reduced to manageable levels and to the extent that workload and daily manpower permit we will resume filming of cables during December.

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3. On 4 November [REDACTED] visited the Eastman-Kodak demonstration room in Washington, D. C. Purpose of the visit was to test the applicability of a microfilm reader scanner to assist us in screening and certifying microfilm reels of our cable reference file. The equipment was found to be suitable for our needs and one unit was ordered.

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4. [REDACTED] were invited on 17 November to a showing of Diebold's new microfilm retrieval system. The system was found to be unadaptable to our requirements; however, Diebold's Data-veyor, a document conveyor, has potential usefulness in our Message Center. Appointments have been made with the Diebold engineers who will survey

our situation and determine the Data-veyors application, and cost, for our use.

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5. Friday, 21 November [REDACTED] and a group of six Agency employees toured the Cable Secretariat. All personnel in the group are involved in the SIPS program. Their interest stemmed from the possible similarity between SIPS traffic processing and the Cable Secretariat processing of staff traffic.

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6. [REDACTED] visited the new offices of the A. B. Dick Company in Falls Church on 24 November. Accompanying them on the visit were [REDACTED] engineers from the Office of Communications. Purpose of the visit was to attend a demonstration of the Video-jet printer, a high speed silent printer which may be installed in the Cable Secretariat as the terminal of the Signal Center cable processor (ACT-I).

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[REDACTED]
V Cable Secretary